Introduction. This Program provides an opportunity for students from non-AICAD affiliated institutions the opportunity to study for one semester at Otis College. It offers the experience and benefit of studying at a different school and living in a different geographic area.

Eligibility. The Otis Exchange Program is open primarily to full-time students in their Junior year, who are in good standing, and who otherwise meet eligibility requirements of their specific program. Students choose which program they wish to attend. However, Otis College retains sole discretion to accept or decline an application or selection of courses.

Application Deadlines. Applications must be received by the Host School no later than:

Fall term: April 10
Spring term: November 1

Application Procedure. The exchange student is solely responsible for the timely submission of the application materials to Otis College. This includes:

• The completed Student Exchange Application Form, along with required signatures, proposed program of study, and Statement of Purpose;

• Official transcripts of all college-level work completed at the Home School to date (available from the Home School Registrar's Office); and

• 6 to 10 (reproduced) examples of artwork, including work in the proposed area of study, submitted with name of student, title of the work, medium, and dimensions. Examples of work should be submitted in a format that is in accordance with the host school’s portfolio submission guidelines.

• Note: Please do not submit original artwork. If an applicant requests that reproduced images be returned, a self-addressed stamped envelope suitable for mailing must be included. Otis College cannot be responsible for loss or damage.

Additional Information for Overseas Students. Once Admissions receives your application, and you have been accepted to Otis, you will receive details about the documents needed to issue an I-20, the form you will need in order to apply for an F-1 visa (International Student Visa). You will be asked to supply the following information.

• Bank letter or bank statement verifying funds totaled at approximately $4,000 for living expenses, listed in the Statement of Financial Information. The bank statement must be signed or stamped by a bank official.

• Verification of English Proficiency. Unless this requirement has been waived in an exchange agreement with your university, submit a copy of your TOEFL or IELTS score report, or letter stating English proficiency from your host school (if applicable).

• Data page of passport.

• Letter of nomination from the exchange coordinator at your Home University.

Tuition and Fees. Tuition is payable to the student's Home School. Otis College agrees not to charge the student tuition. A voucher indicating that tuition has been paid is issued by the Home School to the student and must be presented to Otis College at registration. If a student has made the required payment to the Home School but has not received a voucher, she/he must contact the Home School Exchange Coordinator immediately. The student will receive the regular financial aid award, if any, to which they are entitled.
Laboratory fees, student service fees and other fees may be charged to the student by Otis College. These are billed by and payable directly to Otis, and must be paid before registration. Student should contact the Otis College to determine which fees will be required at registration.

Grades. Grades received from Otis College during the Exchange study will become a part of the student's official record at their Home School, in accordance with the Home School's policies for such study.

While at Otis College, the student will be governed by the academic regulations of Otis and will not be eligible for student aid or employment from Otis College. The Host School is responsible for notifying the Home School of any deficiencies during the semester.

Medical Insurance. Otis College requires students to obtain or furnish proof of medical insurance. If you have no insurance you will be expected to purchase it from Otis College. If you have insurance, be sure to obtain proof of insurance from your Home School before you depart.

Housing. Housing is the responsibility of each student. Otis College has no obligation to provide housing. A student wishing to live in Otis College's off campus housing (Playa del Oro) should make this known at the time of application. Fees for Room and Board are billed by and payable directly to the Host School. If Otis housing is full, additional off-campus housing information may be obtained from the student services or housing office of Otis College. Students should plan ahead and investigate all housing options at the time of application.

Responsibilities of the various participants in the Exchange Program

Students are responsible for:

- Completing the application process in a timely manner so as to meet deadlines;
- Obtaining all required signatures and approvals at their Home School;
- Registering at their Home School as required for the Exchange semester;
- Making their own housing arrangements for the Exchange semester; and
- Being aware of all fees and other requirements at the Host School, including insurance.

Exchange Coordinators at the Home Schools are responsible for:

- Providing students with Exchange Program information and applications;
- Verifying the eligibility of students from their school applying to the Exchange Program;
- Forwarding completed application materials to the intended Host School;
- Providing verification that all financial obligations are met for the Exchange semester; and
- Providing verification of student medical insurance if obtained through the Home School.

Exchange Coordinators at the Host Schools are responsible for:

- Informing the applicant and Home School Coordinator of the decision on the application;
- Informing accepted students of registration dates and related fees;
- Informing accepted students of any other special Exchange requirements; and
- Sending completed student transcripts to the Home School as soon as possible.
OTIS EXCHANGE APPLICATION - Inbound

TO BE COMPLETED BY THE APPLICANT AND RETURNED TO YOUR HOME SCHOOL EXCHANGE COORDINATOR. PLEASE PRINT CLEARLY OR TYPE.

PART A

Name of applicant: ____________________________________________________________

I attend (Home School): ____________________________________________________________

I am applying to Otis College for the following semester:

Fall 20_ _ (deadline April 10) Spring 20_ _ (deadline November 1)

Major area of study: _______________________ Year Level: _______________________

Local address: ________________________________________________________________

Local telephone: _______________________ Local Email: _______________________

Local address valid until: ____________ Permanent Email: _______________________

Permanent address (if different from above): _______________________________________

Social Security Number: _______________ Date of Birth: _______________

International Student: _______________ Country of Citizenship: _______________

PART B

PROPOSED PROGRAM AT OTIS COLLEGE: Consult the Otis catalog for information about course offerings and content. Each student is responsible for fulfilling all the course requirements of their Home School. It is imperative that you discuss in advance with your academic advisor or department chair, as appropriate, all courses that will be taken on Exchange.

Otis retains the right to cancel, substitute, limit or otherwise alter courses offered in a given semester and to set pre-requisites or conditions for registration in all courses. The courses I plan to take while at Otis College are:
PART C

STATEMENT OF PURPOSE: Please write a Statement of Purpose and submit it with this Application. Although the Statement should be concise, it should be a thoughtful consideration of your goals and reasons for seeking an Exchange. It should discuss how the proposed study at Otis College relates to your education and career goals. Attach an additional sheet as necessary.

PART D

TO THE APPLICANT: I have read and I accept the terms of the Otis College Exchange Program as described in this Application. I understand it is my responsibility to meet the terms of eligibility and that Otis College has sole discretion in determining acceptance as an Exchange student. The Otis Exchange Program provides students the opportunity for short term. In this spirit, students may not apply for permanent transfer to the Host Otis College while participating in the Exchange Program. I request that upon completion of my study at the Otis College a transcript of my completed courses and grades be sent to my Home School and be included in my permanent record. Acceptance as an Exchange student at Otis College is conditional on my being in academic good standing at the completion of the most recent semester of study prior to the Exchange semester and meeting all financial obligations at the Home School.

Applicant Signature Date

APPLICANT: After completing this form, you must obtain the following approvals from your Home School. The Exchange Coordinator's signature is required. Please consult with your Exchange Coordinator to determine which other signatures are required by your Home School. Be sure to keep a copy of this form for your own records!

1. Advisor or Dept. Chair Signature Name & Title Date

2. Dept. Chair or Dean Signature Name & Title Date

3. Home Exchange Coordinator Signature Name & Title Date

Coordinator's Email Phone

RETURN APPLICATION TO

Office of Admissions
9045 Lincoln Blvd, Los Angeles, CA 90045
Tel 310 665 6994 Fax 424 207 2503
international@otis.edu